precisely on the same lines as expansion of public works in accordance with rules contained in part (ii) of this chapter.

63. *Method of management under the Revenue Department.*—When managed by the Revenue Department village works shall be conducted in accordance with the rules contained in part (iv) of this chapter, which are applicable to all scarcity works and with the following special rules :—

(1) A manager shall be appointed for each work, who will ordinarily be a karkun or talati of the Revenue Department on pay up to Rs. 75 per mensem, or a suitable non-official resident in the neighbourhood, to whom pay up to the same amount may be given.

(2) The strength of establishment on each village work shall be fixed by the Revenue Sub-Divisional Officer or by the Collector, and the manager shall not appoint men without first obtaining sanction. On a small work of not more than 200 workers, the manager will require no clerical assistance, and only one or two messengers on daily wages to fetch money and assist in making payments and in other duties connected with the work, will be needed. The pay of these messengers will be fixed by the Sub-Divisional Officer or the Collector according to the rates prevailing in the district. For larger works one karkun on pay of Rs. 30 per mensem for each 300 workers may be allowed. The number and date of the order sanctioning establishment must always be quoted in pay bills.

(3) When a village work is started the Sub-Divisional Officer or Mamlatdar should remain on the work for a day or two to instruct the manager in his duties, and see the work fairly started. After the work is started it should be carefully inspected not less often than once a week by one or other of the above officers.

(4) The following registers shall ordinarily be kept by the manager of a village work :—

(*a*) a muster roll in Form 10,

(*b*) weekly bill of expenditure in Form 24,

(*c*) a cashbook in Form 16.

(5) The accounts procedure on village works shall ordinarily be as follows :—

(*a*) the manager, who must furnish security of Rs. 250, will be given a permanent advance sufficient for two or three weeks according to the distance of the work from the Sub-treasury, and will enter all receipts and expenditure in his cashbook ;

(*b*) he will recoup his advance weekly by submitting to the Sub-treasury Officer a bill in Form 24 in duplicate, accompanied by a copy of the cashbook and sub-vouchers for all items of more than 25 rupees ; this bill will be accepted as a voucher ;

(*c*) the Sub-treasury Officer after passing the bill will return one copy of it to the manager as advice to be kept for record on the work where it should always be available for purposes of inspection.

(iv) *General Rules for Management of Scarcity Works irrespective of the Agency by which they are conducted.*

64. *Work to be given on piecework system to gangs.*—The work shall be given out on the piecework system to gangs, which shall usually consist of 50 workers in charge of a ganger, who shall be selected from the workers themselves.

65. *Method of making payments.*—Payments shall be made weekly to the ganger by the subordinate or manager in charge of the work in the presence of the workers, who shall be clearly informed of the exact amount due to each of them, on the afternoon of the day preceding the nearest bazar day.

66. *Employment of workers on departmental duties and of weakly persons.*—All persons employed on water-carrying and other departmental duties which cannot be measured, and all weakly persons capable of light departmental duties

but not fit for inclusion in a gang, shall be paid daily wages at the rates prevailing in the vicinity in a normal year. Weakly persons who are not actually dependents of the workers and who are incapable of doing even light departmental duties shall be handed over to the nearest Revenue Officer authorized to give dole or to have them placed in a village kitchen.

67. *Maintenance of Muster-roll.*—A weekly muster-roll in Form 10 shall be maintained by the subordinate or manager in charge of all scarcity works.

68. *Discipline.*—On all scarcity works the subordinate in charge or manager and all superior and inspecting officers shall have power to expel from the work any persons already admitted who are contumaciously idle.

69. *Rates for piecework on all scarcity works, how to be fixed.*—The rate for piecework payable on all scarcity works shall be calculated according to the rate paid by the Public Works Department for the same class of work in the vicinity in a normal year. If the prices of staple food-grains in the district rise to such an extent as to make the earnings of workers inadequate at this rate to maintain a married couple, with two non-working dependents, the Collector may, in consultation with the President, District Local Board or of Municipalities, if any Local Board or Municipal scarcity works are in progress in the district, and with the Executive Engineer, raise the rate subject to a maximum of 20 per cent. above the normal rates.

70. *Reduction of piecework rate after the break of the monsoon.*—When the monsoon has broken, and it is essential that workers should attend to agriculture, the piecework rate on all scarcity works should be reduced gradually by the Collector in consultation with the Presidents, District Local Board and of Municipalities, if any Local Board or Municipal works are in progress in the district, and with the Executive Engineer, in order to encourage the workers to revert to their customary work in the fields.

71. *Appointment of chowkidars to guard treasure on works.*—On all scarcity works, when the cash kept on the work exceeds Rs. 500, the subordinate or manager in charge of the work shall be authorized to appoint up to four chowkidars to guard it, subject to the approval of the President in case of District Local Board and Municipal works, of the Executive Engineer in case of public works, and Collector in case of works in charge of the Revenue Department. The names of the chowkidars shall be immediately communicated to the District Superintendent of Police.

72. *Daily Post Card to be sent.*—On all scarcity works, the subordinate in charge of the work or manager shall submit a daily post card in Form 8 and a weekly return in Form 4 to the Collector and the Executive Engineer, and in case of District Local Board or Municipal scarcity works a copy of the same shall also be submitted to the President of the District Local Board or Municipality as the case may be.

73. *Water-supply.*—Provision of water-supply shall be made for the workers on all scarcity works, and the subordinate or manager in charge of any such work shall be responsible for seeing that the supply is adequate and is properly protected from contamination, and for treating it periodically with potassium permanganate or chlorate of lime as directed by the Civil Surgeon.

74. *Sanitation.*—On all scarcity works, the subordinate or manager in charge shall be responsible for seeing that the site of the work and its surroundings are kept in a proper sanitary condition.

75. *Opening of cheap grain shops.*—When the prices of staple food-grains tend to rise abnormally, the Collector may arrange to open cheap grain shops on scarcity works in progress in his district for the convenience of the workers. Ordinarily such cheap grain shops should be financed by charitable funds and as far as possible managed by non-official agency. When charitable funds are not available for the purpose, the Collector should apply to the Commissioner for an advance to the amount required for the purpose.

76. *Medical arrangements.*—The Civil Surgeon and his assistants shall be responsible for the periodical inspection of labourers employed on scarcity works in order to judge the physical condition of the workers, to see that simple sanitary precautions are taken for conservancy and water-supply arrangements, and for the prevention of epidemic disease. If the Civil Surgeon requires any additional staff for this purpose he shall submit his proposals to the Collector who will take the necessary action, and apply to the Director of Public Health for the extra staff required. Should the number of labourers employed on any single scarcity work be so large as to require the appointment of a whole time medical officer to the work, the Collector shall apply to the Director of Public Health for a special sub-assistant surgeon and the Director of Public Health shall at once arrange to send one.

77. *Inspection of scarcity works by the Collector, Executive Engineer and Revenue Sub-Divisional Officers.*—The Collector and the Executive Engineer shall periodically inspect all scarcity works in progress in the district, and the Revenue Sub-Divisional Officer shall inspect such scarcity works as are in progress in his sub-division at frequent intervals, and shall satisfy themselves that the works are being conducted efficiently, that the wages are paid regularly to the workers and are adequate to keep them and their dependents in good physical condition; that the water-supply is sufficient and is adequately protected, and that the site of the work and its surroundings are kept in proper sanitary condition.

78. *Supply of small coin.*—The Collector will, at the commencement of scarcity, arrange for a supply of small coin in the sub-treasuries of talukas in which scarcity works are opened equal to one month's estimated requirements, and will direct his Huzur Deputy Collector to arrange to have a supply of small coin in the Huzur treasury sufficient to meet all indents from the sub-treasury officers of talukas in which scarcity works are in progress.

79. *Accounts to be kept separately from accounts for ordinary works for all District Local Board, Municipal and P. W. D. Works.*—The accounts for all scarcity works managed by a District Local Board or Municipality or by the Public Works Department shall be kept separately from their accounts for their ordinary departmental works.

CHAPTER VII.—Rules for Management of Famine Relief Works*

80. *Order of undertaking works.*—The Collector, acting in consultation with the Executive Engineer, shall from time to time make early recommendations to the Commissioner as to the order in which the *famine relief works* on the programme should be undertaken in the several localities; and it shall be for the Commissioner, in consultation with the Superintending Engineer, to decide that order, having regard to the prospective utility of the works, the possibility of their completion within or soon after the famine, and the probability of funds being available if required for their subsequent maintenance. In cases of urgency when there is not time to obtain the previous sanction of the Commissioner, the Collector may himself order any public work on the programme to be opened, reporting his action immediately to the Commissioner. In the case of *village works* the Collector shall, subject to the control of the Commissioner, decide the order in which works on the programme shall be undertaken.

81. *Opening of works.*—The Collector shall give the Executive Engineer the earliest possible notice of the intention to undertake any relief work. The Executive Engineer shall thereupon make immediate arrangements to procure the necessary establishment, tools, plant, hutting materials, &c., and shall give, if possible, not less than a week's notice to the Collector of the date on which the work will be ready for opening. He shall also keep the Collector informed of the probable date of completion of a work, as soon as this is known, and also advise as regards the opening of new works in addition to those in progress or to take the place of others nearing completion.

* Further detailed instructions for the management of relief works are given in Appendix V.

82. *Residence on works.*— Residence on works shall ordinarily be left to the option of the persons relieved. Where materials, such as brushwood, thorns, stones, grass, &c., are procurable in the vicinity, relief workers who choose to reside on the works shall be encouraged to provide their own shelters, and hutting accommodation shall be provided at the expense of Government only to such extent as the Collector may deem to be absolutely necessary in each case.

83. *Expulsion from works.*—The Charge Officer of a relief work and all superior and inspecting officers shall have power to expel from the work any persons already admitted who are contumaciously idle or who are found on inquiry not to be at the end of their resources.

(i) *Organization*

84. *Charge Officer.*—Each relief work or group of relief works shall be placed under an officer who shall be called the Charge Officer, such work or group of works constituting a relief "charge". The Charge Officer, who shall be, whenever possible, of not less standing than an Aval-karkun or of similar rank in other departments, shall be appointed by, or with the approval of, the Collector and shall be directly subordinate to the Executive Engineer and the Public Works Sub-Divisional Officer in whose charge the work lies.

85. *Duties of Charge Officer.*—The Charge Officer shall be responsible for the general conduct of the work and for the organization of the people with a view to the preservation of order and to the best possible distribution of relief. He shall pay special attention to the following points: –

(*a*) the prompt admission and registration of applicants;

(*b*) the classification and subsequent general supervision of workers and dependents;

(*c*) the provision of tools and shelter;

(*d*) the correctness and prompt payment of wages;

(*e*) the provision of small coin;

(*f*) the market arrangements, both as regards the sanitary condition of the shops and the sufficiency and wholesomeness of the supplies;

(*g*) the adequate supply and distribution of pure water and the protection and disinfection of the sources of supply;

(*h*) the hospital and sanitary arrangements, including the discovery of the sick in the camp;

(*i*) the arrangements for burning or burying the dead;

(*j*) the arrangements of kitchens attached to the works;

(*k*) the prompt relief of emaciated persons presenting themselves at the work or of helpless children and sick persons generally;

(*l*) the formation of the working gangs;

(*m*) the separation of the weakly and infirm from the able-bodied and the formation of weakly gangs;

(*n*) the adjustment of the task to the nature of the soil;

(*o*) the variation of the task for new-comers and weakly persons in accordance with such general orders as the Collector may issue;

(*p*) the prompt submission of accounts and reports;

(*q*) the immediate report to the Public Works Sub-Divisional Officer, Executive Engineer and Collector of the outbreak of any epidemic disease;

(*r*) the hearing and investigation of complaints, which should be held at a fixed place daily.

86. *Camp sites.*—The sites for relief workers' camps shall be selected with special regard to sanitary conditions, and provision shall be made before the work is opened for the supply of drinking water and the protection of the water sources from contamination and for the immediate isolation of cases of cholera or other epidemic diseases.